

Department of Rehabilitation Services

JOB OPPORTUNITY

Special Assistant to the Blind

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE

The Department of Rehabilitation Services - Bureau of Education and Services for the Blind is recruiting to fill two (2) Special Assistant to the Blind positions.

**OPEN TO:** Current State Employees and the Public

**BARGAINING UNIT:** Maintenance (NP-2), 37.5 HRS.

**SALARY RANGE:** \$31,325.00 Salary Grade TE 10, Step 1  
After 6mths of successful service, candidate is moved to Salary Grade TC 10, Step 1, \$34,805.00

**LOCATIONS :** 184 Windsor Avenue  
Windsor, CT 06095  
  
1057 Broad Street  
Bridgeport, CT 06604

**JOB POSTING NO:** 108977-109752

**POSTING DATE:** September 26, 2014 – October 6, 2014

**Priority will be given to candidates on the current Reemployment/SEBAC List**

The preferred candidate will have strong reading and oral communication skills, experience operating Microsoft Office software (Outlook, Word and Excel), ability to file alphabetically, ability to read and understand geographical maps, have and maintain a clean driving history, consistent work history with demonstrated reliability and will have a positive and professional demeanor. Experience providing clerical support and travel assistance to professional staff who are blind is highly desirable. **The selected individual will be required to carry and deliver adaptive equipment which may weigh up to 50lbs to clients who are blind.**

**EXAMPLES OF DUTIES:**

The Bureau of Education and Services for the Blind is recruiting for two (2) Special Assistant to the Blind positions. The incumbent will assist agency staff, including rehabilitation teachers, counselors, social workers, as well as clients and others who are legally blind in various activities including reading, writing, filing and other clerical duties, etc.; transport individuals who are blind to appointments or places of work; maintain the safety of individuals who are blind; ensure that the state vehicle being used is ready for use and in good operating condition; assist teachers who are blind with in-service presentations and in giving lessons to clients; observe clients' appearance and clients' living areas and describe these observations to staff who are blind; mark household appliances with Braille tape and dots for client use; may sort and deliver mail, operate agency telephone switchboard, make bank deposits and run other errands for the Bureau and individuals who are blind; may assist in the stockroom of the Bureau of Education and Services for the Blind, may assist rehabilitation counselors in the survey of employment locations for job opportunities for blind individuals; keep records and prepare reports including client case notes; and perform related duties as required.

**MINIMUM QUALIFICATIONS REQUIRED KNOWLEDGE, SKILL AND ABILITY:**

Oral and written communication skills; interpersonal skills.

**EXPERIENCE AND TRAINING:**

Any experience and training which would provide the knowledge, skills and abilities listed above.

**SPECIAL REQUIREMENT:**

**Incumbents in this class will be required to travel. The successful candidate must have a driving history acceptable to the Commissioner of Rehabilitation Services.**

**WORKING CONDITIONS:**

Incumbents in this class may be exposed to road hazards while driving and to possible injury when entering high crime areas.

**APPLICATION PROCEDURE:** To be considered candidates need to submit a completed and signed State of Connecticut Application (Form CT-HR-12) along with three (3) professional references, at least one should be supervisory. State employees should submit a copy of their two most recent service ratings. The CT-HR-12 Application form may be downloaded from the State of Connecticut's Department of Administrative Services Human Resources Services website at:  
[http://www.das.state.ct.us/HR/Forms/CT-HR-12\\_Application.pdf](http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf).

**Incomplete, blank or late applications will not be considered. Also, no fax or hand-delivered copies will be accepted.** Please send your completed State of Connecticut Application for Examination or Employment (CT-HR-12) to:

**[DORS.Recruitment@ct.gov](mailto:DORS.Recruitment@ct.gov)**

**PLEASE NOTE, THE POSTING NUMBER MUST BE IN THE SUBJECT LINE OF THE EMAIL**

or

Department of Rehabilitation Services

55 Farmington Avenue, 12<sup>th</sup> Floor

Hartford, CT. 06105

ATTN: Sabrina Betts - Human Resources

**APPLICATIONS MUST BE POSTMARKED ON OR BEFORE October 6, 2014.**

The State of Connecticut is an Equal Opportunity/Affirmative Action employer and strongly encourages the applications of women, minorities, and persons with disabilities.